Michelle Marceau
230 Briar Hill Road
Groton, CT 06340

January 5, 2024

Dear Mr. Sullivan,

Please accept this letter as a formal notice of my resignation from my position as Accountant with Colchester Public Schools.

As mutually agreed upon in our meeting Friday morning with you and the First Selectman Bernie Dennler, my last working day will be Friday, January 5, 2024. The thirty day notice per my contract was waived in order for me to start my employment as the Deputy Director of Finance on Monday, January 8, 2024.

I would like to use this opportunity to thank you for the mentorship and support you have provided me while working for you. As also discussed in our meeting I will be available to help as much as I can during this transition period.

Sincerely,

Michelle Marceau

Michelle Marceau